

At the meeting

Your child should be invited to the meeting to talk about how they feel the year has gone. The meeting should be planned so that they are able to attend at least part of it.

- At some point the school will ask for your views. Don't be nervous, have a list if you need it.
- School professionals (teachers, teaching assistants and special needs co-ordinator) will talk about the year - successes, difficulties and the way forward.
- Professionals from outside the school will also be invited to contribute. This could be an educational psychologist, or sometimes someone from another service like a speech and language therapist.
- Please ask any question you want or ask for anything to be explained again if necessary.
- At the end of the meeting everyone will be asked to look at the front page of the review document and complete the yes and no questions. This will lead to any new plans or strategies for the future.

If there is anything you are not sure about, ask. Everyone has come together to help meet the needs of your child.

What next?

After the meeting, the head teacher or the special educational needs co-ordinator will prepare a report about the review to include the ways forward, decided by all of you at the meeting,

All the people who come to the meeting will get a copy of the report and a copy will be sent to the local authority.

Some recommendations from the annual review may need approval of a local authority officer.

Very occasionally something in a child's statement may need changing. Normally the annual review report will be added to your child's statement as a record of progress.

We are based in the voluntary sector, supported by the Family Welfare Association and funded by Nottingham City Council and Nottinghamshire County Council.



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**Information for parents
and carers of children with
statements of special
educational needs**

Checklist for annual reviews



This leaflet explains what will happen before, during and after an annual review meeting so that you can help the school meet the needs of your child.

Why an annual review?

The purpose of the annual review:

- check your child has made progress and that the support in place has been successful in meeting their needs over the last year;
- see if there has been any change in your child's circumstances;
- think about and plan for the next year, to set new aims and targets;
- see if the statement is still right for your child's needs.

When?

If it is a year since your child's statement was written or since the last annual review - then it's time for another.

This can be any time in the school calendar. It will be different for each child.

Where?

The meeting will usually be held at school during the school day so that the professionals who need to be there can come.

There will probably be a time limit to this meeting - usually an hour.

Who will be there?

The head teacher will invite all the people involved with your child's education to come to this meeting.

The head must invite:

- you - the parents or carers;
- someone from the local authority - this may be your child's educational psychologist who may send a report if they cannot be at the meeting; and
- your child's teachers.

There are other people who you or the school could invite such as:

- your child, if he or she wants to go, along with a friend or supporter;
- an independent parental supporter or friend of yours;
- health professionals involved with your child such as physiotherapists, occupational therapists or speech and language therapists.

You can discuss who could be at the meeting when the school contacts you to arrange it.



Year-9 reviews - Transition Reviews the one after your child's 14th birthday

This will involve:

- A personal advisor from the Connexions Service;
- An educational psychologist;
- Professionals from other agencies that play a major role in your child's life eg speech and language therapist;
- Your son or daughter will also be invited to attend, and may be involved in planning the meeting.

A 'transition plan' will be written to look at post-16 options for when your child moves on from school and into adult life.

Before all review meetings

About two weeks before the meeting you will get:

- a letter from the head teacher inviting you to the meeting;
- copies of reports about your child's progress.

You will be asked to write about how you feel regarding your child's progress.

Your child should also be asked to write about or tell how they feel about their school work.

